



Health Services
LOS ANGELES COUNTY

County of Los Angeles

DEPARTMENT OF HEALTH SERVICES

INVITES RESUMES FOR

HOSPITAL ADMINISTRATOR II (UNCLASSIFIED)

HARBOR-UCLA MEDICAL CENTER

ANNUAL SALARY: \$180,485 - \$273,178 (Range R19)

FILING PERIOD: September 21, 2015 – Until the position is filled

DEPARTMENT OF HEALTH SERVICES

The Department of Health Services (DHS) is the second largest health system in the nation. DHS serves the health care needs of millions of residents and encompasses hospital and outpatient care, programs and clinics, Emergency Medical Services (EMS) and rehabilitation services. DHS operates four hospitals: LAC+USC Healthcare Network, Harbor-UCLA Medical Center, Olive View-UCLA Medical Center, and Rancho Los Amigos National Rehabilitation Center. The Department also operates two multi-disciplinary ambulatory care centers – High Desert Health System in the Antelope Valley, Martin Luther King, Jr., six comprehensive health centers, and numerous health clinics. DHS leads the County's effort to provide personal health services to the residents of Los Angeles County, of which approximately 2 million are uninsured. The Department's services are critical for the medically indigent, working poor, and those who are without access to other health care. In addition, services are critical to the maintenance of the County's trauma care network. Through university affiliations, County hospitals also conduct postgraduate medical education for interns, residents and fellows to train the physician workforce for tomorrow. The current departmental budget is approximately \$4.2 billion and includes funding for approximately 21,577 positions.

HARBOR-UCLA MEDICAL CENTER

Harbor-UCLA Medical Center is a 570-bed acute-care facility, owned and operated by the County of Los Angeles, and affiliated with the UCLA Schools of Medicine, Nursing and Dentistry. The medical center has been providing health care service to the Greater South Bay community since 1946.

As a major teaching hospital and acute-care facility, Harbor-UCLA also provides 24-hour emergency services for acute medical, surgical, pediatric, obstetrics/gynecology, and psychiatric problems. Harbor-UCLA has earned designation as a Level I Trauma Center. Additionally, Harbor-UCLA provides a wide range of primary and specialty ambulatory care, as well as support services including physical and occupational therapy, nutritional counseling, health education and psychosocial intervention.

POSITION OVERVIEW

This position is unclassified (at-will) and is distinguished by its executive and administrative responsibility for the operation of a large County hospital under the general supervision and direction of the Director of Health Services. This position is responsible for the direction and management of healthcare services for hospital inpatient and outpatient populations, the integration and coordination of healthcare services, and the reconciliation of the goals and priorities for a large number of competing programs. This includes ensuring that facilities operate efficiently and maintaining established medical and healthcare standards. The position also has primary responsibility for developing, recommending, interpreting and administering policies and procedures in compliance with federal, State and local laws and regulations, the Joint Commission (JC), and other medical governing board rules and regulations pertaining to the administration and practice of medicine.

EXAMPLES OF DUTIES

- Direct the development of both short-term and long range objectives for hospital operations and the achievement of those goals and objectives.
- Select key administrative and professional staff and direct the appointment of all other employees.
- Direct and evaluate key senior medical, nursing and administrative management staff.
- Direct hospital budget preparation and financial management programs, employee relations and contract development.
- Direct development of hospital policies and programs to address specific needs and goals.
- Establish and maintain liaison with the Board of Supervisors, other County administrative officials, the public, community groups, regulatory agencies, and federal, State and local organizations in matters which concern the hospital.
- Direct preparation of hospital reports for the Director of Health Services and outside agencies.

- Direct preparation of reports for authorized regulatory and accrediting agencies and ensures that corrective action is taken in response to identified issues.

The preceding statements reflect the general duties and responsibilities of the position, and are not considered a detailed description of all work requirements that may be inherent in the job or required for the effective discharge of the position's responsibilities.

QUALIFYING EDUCATION AND EXPERIENCE REQUIREMENTS

A Master's degree from an accredited college or university in Health Services, Health Administration, Medicine, Nursing, Public Administration, Business Administration, Public Health, or closely related field **-AND-** two (2) years' experience as an administrator or an associate administrator responsible for directing and administering financial activities of hospital programs and services through subordinate administrators, or the handling of the day-to-day hospital operations through subordinate administrators, for a hospital with at least 100 beds, accredited by the Joint Commission.

LICENSE:

A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related functions.

DESIRABLE QUALIFICATIONS

- Experience working with and knowledge of information systems and financial management.
- Experience with organizational change, strategic planning, or entrepreneurial ventures.
- Experience in working with administration to develop and implement problem-solving strategies that are consistent with the overall goals of the Department and the County.
- Experience interacting with public officials, professional personnel, employee unions, advocacy groups, external organizations, and the general public.

COMPENSATION AND BENEFITS

Annual Salary: \$180,485 - \$273,178

This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). The successful candidate may be appointed to any salary within the MAPP Range, depending on qualifications.

Benefits: The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

- **Retirement Plan** – The successful candidate will participate in a contributory defined benefit plan. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Upon retirement, the successful candidate may participate in a retiree healthcare benefit plan. Details on the program will be provided upon request.

- **MegaFlex Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan (MegaFlex) using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within MegaFlex include medical, dental, disability, life and AD&D insurance. (MegaFlex Plan is not available to County employees who are currently in Flex.)
- **Non-Elective Days** – 10 paid days per year with the option to buy 1 to 20 elective annual leave days. Annual leave days can be used for vacation, sick or personal leave.
- **Dependent Care and Health Care Reimbursement Accounts** are also available.
- **Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Holidays** – 11 paid days per year.

SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level of scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted for consideration.

NOTE: Appointment to this position is contingent upon the satisfactory completion of background and reference checks.

FILING INSTRUCTIONS

Qualified candidates are invited to submit a statement of interest and resume. The statement of interest should detail positions held, salary information, education completed, special qualifications and a record of accomplishments.

Resumes must include the following:

1. Names of schools, colleges, or universities attended, dates attended and degrees earned with field(s) of study. Please enclose copies of degree(s), licenses and certificates together with the resume.

2. For each organization and program managed please include:
 - The name of each employer, titles held, dates of employment, and salary information.
 - Size of organization and budget information for programs managed.
 - Number and composition of personnel supervised.
 - Scope of management responsibilities and functions managed.
3. Sufficient information to determine if candidate experience meets the Qualifying Education & Experience Requirements and Desirable Qualifications sections of this recruitment announcement.

All submitted information will be reviewed and evaluated as received. Please submit your statement of interest and resume materials to:

Brenda La Fave, Exam Analyst
Department of Health Services
Recruitment & Examinations Office
5555 Ferguson Drive, Suite 220-10
City of Commerce, CA 90022
Phone: (323) 869-7073
Fax: (323) 869-0942
E-mail: blafave@dhs.lacounty.gov

Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

SPECIAL INFORMATION

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call the ADA Coordinator at:

(323) 869-7124 – ADA Coordinator – Voice
(800) 899-4099 (TTY)
(800) 897-0077 (TTY)
(800) 735-2922 (CRS)

Any applicant for county employment who has been convicted of worker's compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110).

SOCIAL SECURITY ACT OF 2004

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

EMPLOYMENT ELIGIBILITY INFORMATION

Final employment is contingent upon verification of U.S. Citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986 are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

This announcement may be downloaded from the County of Los Angeles websites at:

<http://www.dhs.lacounty.gov> or <http://hr.lacounty.gov>

The County of Los Angeles is an Active Equal Opportunity Employer